M

Sects. II-27—100,006—21-5-53.

Public (Genl-B) (1947) Department.

7S. SERIES.

G.O. No. 3281

Dated 5-11-47

---

[Despatch Abstract.]

Office Manual - Secretariat - Amendments - Issued.

Form H—27—100,000—2-1-52.

# (195 ) Department.

SERIES.

---

ostract.]

GOVERNMENT OF MADRAS.
**Abstract.**

Office Manual - Secretariat - Amendments - Issued

---

PUBLIC (GENERAL-B) DEPARTMENT

G.O. Ms. No. 3281. Dated the 5th November 1947.

Read:-

Order:-

The following amendments shall be made to the Madras Secretariat Office Manual:-

AMENDMENTS.

In the said Manual.

Page 22:- In para 57, the following shallbe inserted as a second sub-para:

"The Turn clerk should sort all the tappals and U.O. files intended for the Director of Information and Publicity and hand them over to the Turn clerk of the Public (Information and Publicity) section. In addition, he should provide a cycle and a peon for sending the tappals to the residence of the Director of Information and Publicity".

II.

Page 57:- In para 147 for the words "six" and "three" substitute the words "eight" and "five" respectively.

III.

Page 75:- After para 203, the following shallbe inserted as para 203-A:-

"Para 203-A - When in a case marked for circulation to more than one Minister or to His Excellency theGovernor, an Hon'ble Minister passes orders which are not in accordance with the orders suggested in the noting, further circulation should invariably be interrupted and the case submitted to the Secretary or other officer who directed the circulation".

IV.

Page 269 - In Appendix VI.

(1) Under the heading 'Home Department', against the item "Inspector-General of Police', for the figure "50" in column (3), substitute the figure '60'.

Page 273:-

(2) Under the heading 'Education and Public Health Department".

(a) against the item 'special officer for the Reorganization of the Department of Indian Medicine' for the figures '4' and '4' occurring in columns (3) and (4) substitute the figures (8) and '8' respectively.

(b) against the item 'Director of Public Health' for the existing entries in columns (3) and (4) substitute the following:-

| Column (3). | Column (4). |
|---|---|
| 130. | 75(Orders affecting gazetted officers).<br>35(Orders affecting District Health Officers).<br>6(Ø Copies of other orders).<br>45 (General Orders pertaining to Posts).<br>6 (Orders pertaining to declarations of posts as infected or otherwise). |

V.

Page 203:- In Appendix XVI:-

In the list of Associations recognized by the Government of Madras (Section II) the following entries shall be added at the end:-

59. The Chingleput District Labour School Teacners Association.
60. The Madras Civil Service (Executive Branch) Association.
61. The Madras Provincial Labour School Teachers Association.

(By Order of His Excellency theGovernor).

K. Ramunni Menon,
Chief Secretary to Government.

To

The Departments of the Secretariat including Public.
The Superintendent, Government Press for issue of correction slips to Secretariat Office Manual.
The Private Secretary to the Governor.
The Secretariat Library. (5 copies).
The Secretary, Madras Legislature.

/True copy/

Office Assistant,
Madras Record Office.

k.y.s.